

REQUEST FOR PROPOSALS
TOWN OF EGREMONT, MASSACHUSETTS

HISTORIC BUILDING

CONDITIONS ASSESSMENT AND TREATMENT PLAN

FOR THE SOUTH EGREMONT VILLAGE SCHOOL, EGREMONT MA



DUE DATE: TUESDAY, NOVEMBER 12, 2013

1:00 P.M. E.D.T.

SOUTH EGREMONT VILLAGE SCHOOL BUILDING
HISTORIC BUILDING CONDITIONS ASSESSMENT & TREATMENT PLAN

Town of Egremont, Massachusetts
Request for Proposals

CONTENTS

Section I – Scope of Services

- A. Introduction
- B. Project Area
- C. Funding Source(s)
- D. Project Objectives
- E. Project Fee
- F. Proposed Schedule

Section II – Proposal Requirements and Qualifications

- A. Submitting Proposals
 - Proposal Requirements
- B. RFP Policies and Procedures

Section III- Evaluation Criteria

- A. Minimum Evaluation Criteria
- B. Evaluation Criteria
- C. Interviews
- D. MHC Review

ATTACHMENTS

Attachment A – Scope of Services

Attachment B –Cost Breakdown Proposal Form

Attachment C – Proposal Requirements

Attachment D – Proposal Signature Form

Attachment E - Certificate of Non-Collusion

Attachment F – Tax Compliance Certification

SOUTH EGREMONT VILLAGE SCHOOL BUILDING
HISTORIC BUILDING CONDITIONS ASSESSMENT & TREATMENT PLAN

Town of Egremont, Massachusetts
Request for Proposals

SECTION I – SCOPE OF SERVICES

A. INTRODUCTION

This Request for Proposals (RFP) sets forth the procedures and requirements to be employed by the Town of Egremont in the selection of a historic preservation consultant to provide the following for the South Egremont Village School Building:

- Architectural/Structural/Engineering Analysis and Conditions Survey
 - Runoff and Erosion control
 - Rain spout review and relocation
 - Emergency Exit
 - Foundation and sill
 - Universal Accessibility
 - Treatment Recommendations
 - Plans and Specifications
 - Cyclical Maintenance Plan
- Activities will commence upon selection of a consultant and issuance of a notice to proceed. The total project fee has been established as a fixed fee of \$23,650.

The Town of Egremont will evaluate all timely proposals.

B. PROJECT AREA

The project area will include the South Egremont Village School Building, 42 Main Street, South Egremont, Massachusetts.

C. FUNDING SOURCES

Funding shall be provided by the Town of Egremont and the Massachusetts Historical Commission. The project is funded in part through a Massachusetts Preservation Projects Fund (MPPF) grant from the Massachusetts

SOUTH EGREMONT VILLAGE SCHOOL BUILDING
HISTORIC BUILDING CONDITIONS ASSESSMENT & TREATMENT PLAN

Town of Egremont, Massachusetts
Request for Proposals

Historical Commission (MHC). All work specified must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

D. PROJECT OBJECTIVES

See Attachment A for Scope of Services.

The South Egremont Village School is one of the last one room schoolhouses in continuous operation in the United States. Built in the heart of the National Register Historic District of the South Egremont Village, this original 1880 single story wood frame structure was built for utility and it has fulfilled its function well. It was a state of the art school room with large windows and indoor commodes. Over the years, it has gone all the way from a full K-12 school to now housing a fully subscribed K-1 program with a variety of changes installed to accommodate its educational function.

An additional entrance on the East side of the building was installed in the 1950's, as well as the installation of a kitchen, and bathrooms with hot water. A variety of upgrades under the direction of the Southern Berkshire Regional School District have kept the building to code. An anonymous donation of windows were installed in 2011.

Engineering evaluation has shown foundational damage on the Northwest corner, and the building does not meet modern accessibility requirements. Building code assessment work has been done. Several alternative scenarios for renovation and development have been looked at but no action has been taken due to budget constraints. The project should build on the existing reports, and data will be made available.

The consultant shall supply all labor, materials, supplies and out-of-pocket expenses and travel time necessary to complete the attached scope of work. This scope of work also includes any necessary public hearings, meetings with the Local Project Coordinator and the Massachusetts Historical Commission. There shall be no reimbursable expenses. The Town of Egremont shall not be responsible for travel-related expenses, long distance communications, or postage, handling or delivery fees.

E. PROJECT FEE

The Town of Egremont has established a fixed fee of twenty-three thousand, six hundred and fifty dollars (\$23,650) for the Scope of Services described herein. Consultants must complete Attachment B: Cost Breakdown. Project fees must be provided for each of the phases of work for the assessment and treatment plan for the building in its current condition as described in the form. Fees shown shall include all costs and expenses (copying, mileage, photographs, etc.) to complete the scope of work defined in Attachment A of this RFP.

NOTE: Attachment B "Phased Cost Breakdown" must be submitted in a separate, sealed envelope marked "price proposal". The non-price technical proposal must also be submitted in a separately sealed envelope marked "non-price technical proposal".

SOUTH EGREMONT VILLAGE SCHOOL BUILDING
HISTORIC BUILDING CONDITIONS ASSESSMENT & TREATMENT PLAN

Town of Egremont, Massachusetts
Request for Proposals

F. PROPOSED SCHEDULE

Following is the schedule for issuance of the RFP, selection of preservation professional(s), contract award, etc.:

Request for Proposals advertised:	October 18, 2013
Closing date for receipt of proposals:	November 12, 2013
Completion of proposal review:	November 22, 2013
Anticipated date to award contract:	December 2, 2013
Preservation professional commences work:	December 9, 2013
All contract work completed and deliverables submitted NO LATER THAN:	June 9, 2014

SECTION II - PROPOSAL REQUIREMENTS AND QUALIFICATIONS

A. SUBMITTING PROPOSALS

Proposals must be submitted no later than **1:00 pm, November 12, 2013** to:

Town of Egremont
Mary Brazie, Procurement Officer
P.O. Box 368
Egremont MA 01230

Proposals will be opened and recorded as having been received at that time. The proposal contents will not be disclosed until the evaluation process is completed, or until the time for acceptance specified in the RFP, whichever occurs first. **Late proposals will not be accepted.** The Town reserves the right to reject any and all proposals and to waive any informalities or non-compliance if in the best interest of the Town.

NOTE: Attachment B "Phased Cost Breakdown" must be submitted in a separate, sealed envelope marked "price proposal". The non-price technical proposal must also be submitted in a separately sealed envelope marked "non-price technical proposal".

SOUTH EGREMONT VILLAGE SCHOOL BUILDING
HISTORIC BUILDING CONDITIONS ASSESSMENT & TREATMENT PLAN

Town of Egremont, Massachusetts
Request for Proposals

The following information must appear on each envelope:

Proposer's Name:

Project Name: South Egremont Village School Building Conditions Assessment and Treatment Plan

Date:

Five (5) copies, as well as a PDF copy on CD, of the proposal must be furnished to the Town of Egremont Chief Procurement Officer, Mary Brazie for review by the selection committee.

PROPOSAL REQUIREMENTS

1. The identity of the individual, partnership or corporation applying for contract award and credentials of the personnel who would actually perform the work, as well as their managers, and the nature of the supervision. State the responsibilities of each of the project personnel. If the consultant intends to sub-contract for any of the work required in the scope of services, the sub-contractor must be identified. Sample work products are required for all personnel. This item is a major determinant in assessing the proposer's qualifications and will be incorporated as a condition in the contract to be awarded.
2. An applicant qualifications statement, including professional qualifications and work experience attesting to capacity to perform the required work program. Include resume(s), detailing academic and professional work experience attesting to capacity to perform the required work program. Resumes are required for all project personnel. Proposers, or a member of the proposers project team, must be a licensed Professional Engineer (P.E). The P.E. can be a sub-contractor to the proposer. Additionally, proposers, or a member of the proposer's project team, must meet the following minimum criteria:
 - a. Bachelor's Degree in Historic Preservation, Architectural History, Architecture or Structural Engineering, or a closely related field and at least two years full-time experience in an area relevant to the project; or
 - b. Master's Degree in Historic Preservation, Architectural History, Architecture or Structural Engineering or a closely related field.
3. A detailed explanation of the proposer's approach to this project: methodology, demonstrated understanding of the scope of work and completion deadline, and the proposer's expectations of assistance and services from the Town. A technical work plan and project timeline for accomplishing the tasks described in the scope of services must be provided.
4. A client reference list of a minimum of five (5) clients, with names, addresses, telephone numbers, and email addresses (if available) especially for clients for whom the proposer has performed similar services within the past five (5) years.
5. A final project report from a similar project conducted by the Company within the past five (5) years.

SOUTH EGREMONT VILLAGE SCHOOL BUILDING
HISTORIC BUILDING CONDITIONS ASSESSMENT & TREATMENT PLAN

Town of Egremont, Massachusetts
Request for Proposals

6. Any other information deemed relevant to the project, and which the proposer believes will further the competitiveness of the proposal.
7. Proposal Signature Form and Certificate on Non-Collusion, (see Attachments D and E). Proposer must be able to execute the project contract as included in this RFP, without changes.
8. Completed Attachment B: Phased Cost Breakdown. The Town of Egremont has established a fixed fee of \$23,650 for the work described in the Scope of Work section of this RFP. Consultants must complete Attachment B: Phased Cost Breakdown Form. Project fees must be provided for the work as described in the Scope of Work. Fees shown shall include all costs and expenses (copying, mileage, photographs, etc.) to complete the work defined in the Scope of Work section of this RFP.

RFP POLICIES AND PROCEDURES

Anyone who intends to submit a Proposal must contact the Selectmen's Office directly and specifically request a copy of this RFP, unless such company was mailed/emailed a paper/electronic copy directly from the Chief Procurement Officer's Office. The Selectmen's Office has responsibility for maintaining a control list of all potential Proposers. Contact the Selectmen's Office by calling 413-528-0182 ext 10. Proposers may contact the Town's website at www.egremont-ma.gov electronically to obtain a copy of the RFP by download.

NOTE: Project fee must be submitted in a separate, sealed envelope marked "price proposal". The non-price technical proposal must also be submitted in a separately sealed envelope marked "non-price technical proposal".

It is the Town's intent to select the company that provides the best solution for the Town's needs.

1. Company's response to this RFP may be included as exhibits in any contracts that the Town may execute with Company.
2. The Town reserves the right to amend this RFP. The Town reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, if such action is deemed to be in the best interest of the Town. The Town reserves the right to request additional information from any Proposer.
3. This RFP is not intended and shall not be construed to commit the Town to pay any costs incurred in connection with any proposal or to procure or contract for any services.
4. The decision to award a contract shall be based on Company's ability to provide quality services and to comply with all applicable laws, rules and regulations.
5. The award of any contract will be made as judged to be in the best interest of the Town. The final selection of the company will be made by the Selection Committee.
6. Each Proposal will be examined to determine whether it is responsive to the requirements of this RFP. All responsive proposals will be evaluated in accordance with the criteria set forth herein.

SOUTH EGREMONT VILLAGE SCHOOL BUILDING
HISTORIC BUILDING CONDITIONS ASSESSMENT & TREATMENT PLAN

Town of Egremont, Massachusetts
Request for Proposals

7. Proposers submitting a proposal and/or being selected will not be precluded from submitting a proposal or bid on other aspects of this project or being selected for same.
8. While the Town is under no obligation to contact companies for clarifications, it reserves the right to do so. Depending on the number and quality of the proposals submitted, the Town, at the sole discretion of the Selection Committee, may elect to interview all or some of the companies during the selection process and to request presentations, including demonstrations of products and services.

SECTION III– EVALUATION CRITERIA

MINIMUM EVALUATION CRITERIA

The Town will determine the most advantageous proposal from a responsible and responsive proposer taking into consideration price and all evaluative criteria set forth in the RFP and other relevant information. The Selection Committee shall review each proposal to ascertain whether or not the following minimum criteria have been met:

1. The proposal includes all of the items for a complete proposal.
2. The proposer meets the minimum qualifications as outlined above (Proposal Requirements - #2).

EVALUATION CRITERIA

All responsive proposals will be judged against the Evaluation Criteria detailed below.

The Selection Committee shall rank each proposal meeting the Proposal Requirements according to the Evaluation Criteria listed below. The Selection Committee will then select the responsive and responsible historic preservation consultant(s) submitting the most overall qualified proposal taking into consideration all quality requirements and the evaluation criteria set forth in this RFP. Such rankings shall be included in a written recommendation for selection to the MHC.

Depth of Project Experience

The Selection Committee will review the project proposal to determine the quality and depth of the experience related to the Town's requirements. The proposal should list similar projects and prior experience with municipally, privately, or MHC-funded not-to-exceed or fixed-fee contracts, including at least one historic structure in a coastal environment.

- A highly advantageous proposal will list five (5) or more similar projects
- An advantageous proposal will list three (3) or more similar projects

SOUTH EGREMONT VILLAGE SCHOOL BUILDING
HISTORIC BUILDING CONDITIONS ASSESSMENT & TREATMENT PLAN

Town of Egremont, Massachusetts
Request for Proposals

- A non-advantageous proposal will list fewer than three (3) similar projects

Quality of Project Experience

The final project report example submitted to the Selection Committee will be reviewed to determine the Company's quality of work.

- A highly advantageous project report example will show a thorough understanding of the site, incorporating sensitivity to historic preservation, resulting in an optimal treatment of the project.
- An advantageous project report example will show a competent understanding of the site and a treatment of the project that is consistent with historic preservation guidelines.
- A non-advantageous project report example will not show a competent understanding of the site or a treatment of the project that is consistent with historic preservation guidelines.

Qualifications of the Proposer

The Selection Committee will review the proposer's resume(s) looking for the level of training, educational background and work experience appropriate to the project described herein and the level all key project personnel demonstrate professional experience.

- A highly advantageous proposal will include a proposer or project team member having more than eight (8) years experience in the field and /or a Master's degree in Architecture, Historic Preservation, or Civil Engineering.
- An advantageous proposal will include a proposer or project team member having more than three (3) years in the field and/or a Bachelor's degree in Architecture, Historic Preservation, or Civil Engineering.
- A non-advantageous proposal will not include a proposer or project team member having at least three (3) years in the field or a degree in Architecture, Historic Preservation, or Civil Engineering.

Desirability of approach to the project, demonstrated understanding of the community's historic and cultural resource protection needs, and proposer's ability to undertake and complete this project in a timely manner.

The Selection Committee will review the proposal to determine that it demonstrates a thoughtful approach to the subject material, an understanding of the historical and cultural resource issues addressed by the project and a clear analysis of the time required for each phase of the project.

- A highly advantageous proposal will indicate an understanding of both the historic use of the building as a coastal lifesaving station, and the current use of the site as a first and second grade school house, open to the public for school programs. A highly advantageous proposal will indicate a thoughtful approach to historic preservation.
- An advantageous proposal will indicate a thoughtful approach to historic preservation.
- A non-advantageous proposal will not indicate a thoughtful approach to historic preservation.

SOUTH EGREMONT VILLAGE SCHOOL BUILDING
HISTORIC BUILDING CONDITIONS ASSESSMENT & TREATMENT PLAN

Town of Egremont, Massachusetts
Request for Proposals

Overall Quality of Client References

References will be contacted and asked about the work performed by the proposer and the timeliness of the project product delivery.

- A highly advantageous proposal's references will indicate that the proposer exceeded the client's expectations in these aspects of work: ease of working relationship, appropriate and timely communication, receptiveness to client's ideas and/or criticism, quality of work performed, adherence to budget and project timeline.
- An advantageous proposal's references will indicate that the proposer met the client's expectations in these aspects of work: ease of working relationship, appropriate and timely communication, receptiveness to client's ideas and/or criticism, quality of work performed, adherence to budget and project timeline.
- A non-advantageous proposal's references will indicate that the proposer failed to meet the client's expectations in these aspects of work: ease of working relationship, appropriate and timely communication, receptiveness to client's ideas and/or criticism, quality of work performed, adherence to budget and project timeline.

Completeness and Quality of Proposal

The Selection Committee will review the proposal for completeness and if it is concise, informative, and detailed. The proposal will also be reviewed to determine if it reflects that the proposer is able to perform (complete project) in a manner acceptable to the Town and the ability to provide the level of services as required by the Town. Proposals should demonstrate communication and documentation skills.

- A highly advantageous proposal will be complete and detailed, and will include a thoughtful and well organized response to the RFP that is specific to the site and communicates a thorough understanding of the historic, cultural and environmental factors involved in the project.
- An advantageous proposal will be complete, detailed, well-organized, and specific to the site.
- A non-advantageous proposal may be incomplete, poorly organized and lacking in detail or specificity to the site.

INTERVIEWS

After review of the technical proposals, the Selection Committee may, at its discretion, schedule interviews with any or all of the proposers for the purpose of further evaluation of the proposer's qualifications and ability to provide the required service. Interviewees will be ranked on their presentation.

MHC REVIEW

Contract award recommendation is subject to review and approval by the Massachusetts Historical Commission.

SOUTH EGREMONT VILLAGE SCHOOL BUILDING
HISTORIC BUILDING CONDITIONS ASSESSMENT & TREATMENT PLAN

Town of Egremont, Massachusetts
Request for Proposals

ATTACHMENT A

SCOPE OF SERVICES

PURPOSE:

The key elements of this project are:

- Pre-development study to include testing for building conditions assessment including the stabilization of the building foundation/sill and prioritized treatment recommendation including accessibility and rain runoff.
- Plans and specifications addressing building objectives.
- Preliminary budget and project plan for phased implementation of above recommendations.

The result of this work is expected to be the basis for moving forward with development work. As such, the deliverables will be at a sufficient level of detail to support the next phase(s) of work. All work specified must comply with the Secretary of the Interior's Standards of the Treatment of Historic Properties.

Past studies and documents providing information on the South Egremont Village School include:

- "Southern Berkshire Regional School District Buildings Evaluation," EDM, October 2006 (updated May 2011).

DESCRIPTION OF WORK:

The current scope of work involves the development of a Conditions Assessment and Treatment Plan for the South Egremont Village School.

SOUTH EGREMONT VILLAGE SCHOOL BUILDING
HISTORIC BUILDING CONDITIONS ASSESSMENT & TREATMENT PLAN

Town of Egremont, Massachusetts
Request for Proposals

PHASE 1: ARCHITECTURAL/STRUCTURAL ANALYSIS AND CONDITIONS SURVEY

- Conduct an architectural and structural analysis of the structure's interior, exterior and site. Included in this should be an analysis of the foundation/sill and the water runoff.
- Identify the features, materials and finishes that are character defining and therefore significant, and which must be preserved in the course any work completed on the building. Documentation should include digital color photographs.
- Provide a complete narrative description of existing exterior and interior conditions, materials, and construction methods including digital color photographs.
- Documentation and assessment of the building should include written, photographic and physical (in-situ) evidence of the chronology of construction, alternations and use history and architecture of the structure including expansion and restoration phases.
- Assessment of the current fire detection, mechanical, plumbing and electrical systems.
- Analysis should address building code compliance, however, considering the age, use and historic fabric, that it may be impractical or unnecessary to make the structure entirely building code compliant.
- Assess building for Universal Accessibility requirements in accordance with the guidelines established by the Massachusetts Architectural Access Board (MAAB) and the Americans with Disabilities Act (ADA).

PHASE II: TREATMENT RECOMMENDATIONS

- Treatment plan recognizing the continuing use of the South Egremont Village School as a school, prioritized according to emergency (1-2 years), short term (3-5 years), and long term (beyond 5 years) needs. Cost estimates to be provided based upon all identified treatment plans (emergency, short term, and long term needs).
- Recommend improvements to fire detection, mechanical, plumbing and electrical systems.

PHASE III: UNIVERSAL ACCESSIBILITY

- Attend a pre design meeting with the Building Committee for the South Egremont Village School to review prior plans and feasibility studies and discuss phased introduction of universal accessibility that reflect current code and Town needs.
- Develop plans for both exterior and interior rehabilitation alternatives that reflect present code requirements with associated budgets. The various options presented should be in accordance with the guidelines established by the Massachusetts Architectural Access Board and the Americans with Disabilities Act.

SOUTH EGREMONT VILLAGE SCHOOL BUILDING
HISTORIC BUILDING CONDITIONS ASSESSMENT & TREATMENT PLAN

Town of Egremont, Massachusetts
Request for Proposals

PHASE IV: CONSTRUCTION DOCUMENTS

- In consultation with the Town of Egremont and the Massachusetts Historical Commission, the consultant shall prepare detailed construction plans and specifications for all proposed emergency work (1-2 years) and selected plan for accessibility.
- Outlined plans and specifications shall be prepared for short term (3-5 years) repairs.
- Suggest appropriate project phasing and work priorities for future work.

PHASE V: CYCLICAL MAINTENANCE PLAN

- Develop a prioritized list of recurring maintenance procedures with corresponding time and intervals for the building that are designed to prevent future damage to the integrity of the structure and the associated cyclical maintenance costs for these procedures.

FINAL PRODUCTS:

A total of seven (7) final reports: three (3) bound originals and three (3) copies of one complete report with reduced plans one (1) unbound original with construction documents shall be submitted to the Town of Egremont, along with one electronic copy to be transmitted to the Office Administrator.

The final report shall include executive summary, methodology, description of project, architectural/structural analysis and conditions survey, treatment recommendations, construction documents and specifications, a cyclical maintenance plan for all of the above-mentioned work, bibliography, photographs, and any conceptual plans. Two (2) additional sets of construction plans must be standard sheet size. All conceptual plans are to be drawn at no less than 1/8"=1' scale and architectural plans are to be drawn at no less than 1/4"=1' scale and one set should be reproducible.

Photographs used for documentation are to be 4" x 6" in size (color) and are to have labels that include building name, location of subject, and date. Consultant shall also provide two photos of the installed MHC project sign as well as two 8" x 10" (from two different angles) and one 3-1/2" x 5" B & W record shot photos of the structure. The consultant shall assist with a public presentation relating to the project and presented to the Town of Egremont at an appropriate time after the assessment is complete.

The project must be completed no later than June 9, 2013.

ATTACHMENT B

SOUTH EGREMONT VILLAGE SCHOOL BUILDING
HISTORIC BUILDING CONDITIONS ASSESSMENT & TREATMENT PLAN

Town of Egremont, Massachusetts
Request for Proposals

PHASED COST BREAKDOWN FORM

NOTE: Attachment B "Phased Cost Breakdown" must be submitted in a separate, sealed envelope marked "price proposal". The non-price technical proposal must also be submitted in a separately sealed envelope marked "non-price technical proposal".

The Undersigned hereby submits a price proposal to perform the services outlined in the Request for Proposals for the Historic Building Conditions Assessment and Treatment Plan for the South Egremont Village School Building.

Consultant:

Address:

The CONSULTANT hereby pledges to deliver the complete scope of services required, for the rates and charges shown below:

PROFESSIONAL SERVICES, Hourly Rate: _____

Estimated cost to complete the project:

Phase I, ARCHITECTURAL/STRUCTURAL ANALYSIS AND CONDITIONS SURVEY: _____

Phase II, TREATMENT RECOMMENDATIONS: _____

Phase III, Universal Accessibility: _____

Phase IV, Construction Documents: _____

Phase V, Cyclical Maintenance Plan _____

Total Cost (fixed fee \$23,650): _____

Note: Five (5) copies of proposal are to be submitted.

SOUTH EGREMONT VILLAGE SCHOOL BUILDING
HISTORIC BUILDING CONDITIONS ASSESSMENT & TREATMENT PLAN

Town of Egremont, Massachusetts
Request for Proposals

ATTACHMENT C

PROPOSAL REQUIREMENTS

Name of Individual/Company making Proposal: _____. The following are to be attached to this proposal form. Responses should be detailed in accordance with the specific requests for information under Proposal Requirements in the RFP document. Refer to SECTION II - PROPOSAL REQUIREMENTS.

1 A completed and signed Proposal Signature Form.

2 The credentials of the staff that would actually perform the work, as well as their managers and the nature of the supervision.

3 A statement of the scope and purpose of the project, which demonstrates an understanding of the intent, requirements, and services requested, as outlined in Attachment A.

4 A list with the name, address, telephone number, date of service and contact person's name for a minimum of three clients to which the proposer is providing or has provided similar services, including at least one project involving a historic structure in a coastal environment.

5 Work samples, including survey forms from similar completed projects.

Note: Five (5) copies of proposal are to be submitted.

SOUTH EGREMONT VILLAGE SCHOOL BUILDING
HISTORIC BUILDING CONDITIONS ASSESSMENT & TREATMENT PLAN

Town of Egremont, Massachusetts
Request for Proposals

ATTACHMENT D

PROPOSAL SIGNATURE FORM

The undersigned, hereafter called the proposer, having fully familiarized him/herself with the entire request for proposal documents, hereby agrees and declares:

- 1 That prices detailed in the Phased Cost Breakdown cover all necessary expenses to fulfill the conditions of the contract within the time stated.
- 2 Pursuant to M. G. L. c. 62C, § 49A, the proposer hereby certifies that the proposer has filed all state tax returns and paid all state taxes required under law.
- 3 The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

The following items are to be completed by the Proposer, if applicable:

Our Company is: A Corporation _____
 A Partnership _____
 Individually Owned _____

Individual/Company Name: _____

Signature of Individual or Authorized Official: _____

Address: _____

Telephone Number: _____

Email _____

SOUTH EGREMONT VILLAGE SCHOOL BUILDING
HISTORIC BUILDING CONDITIONS ASSESSMENT & TREATMENT PLAN

Town of Egremont, Massachusetts
Request for Proposals

ATTACHMENT E

CERTIFICATE OF NON-COLLUSION

(THIS FORM TO BE SUBMITTED WITH PROPOSAL)

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union committee, club or other organization, entity or group of individuals.

NAME: _____ **TITLE:** _____

COMPANY: _____ **DATE:** _____

SOUTH EGREMONT VILLAGE SCHOOL BUILDING
HISTORIC BUILDING CONDITIONS ASSESSMENT & TREATMENT PLAN

Town of Egremont, Massachusetts
Request for Proposals

ATTACHMENT F

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes reporting of employees and contractor, and withholding and remitting child support.

Signature of person submitting bid

Name of business